

Washington County

Job Description



Title:	St. George Center Supervisor		
Division:	Administration	Effective Date:	
Department:	Council On Aging	Last Revised:	02/15
Career Service:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **general administrative and first-line supervisory duties** related to planning and managing the day-to-day operations of a large senior citizen center including staff, volunteers, facilities, transportation, recreational functions and food services. Ensures senior center compliance with agency program policies and regulations.

SUPERVISION RECEIVED

Works under the general supervision of the COA Director.

SUPERVISION EXERCISED

Provides over site to the food service vendor contract; close supervision to meals on wheels and transportation drivers, custodial, office specialist, and volunteers.

ESSENTIAL FUNCTIONS

Coordinates the daily operations of a senior citizen center; schedules various functions to promote senior citizen activity; monitors use of facilities to maximize availability; organizes and schedules volunteer personnel; assumes full responsibility for facility management which includes observing, reporting, scheduling and following up on building repair and maintenance needs.

Selects, trains, motivates, reviews and evaluates employee performance; establishes performance standards, expectations, and goals; provides staff training, makes recommendations related to employee recognition, career development, advancement, retention, dismissal and discipline.

Develops senior center newsletters, flyers, posters and displays to promote interest in senior center programs; develops and implements outreach plans to ensure maximum utilization of center.

Keeps up-to-date and knowledgeable about applicable programmatic issues and trends.

Monitors general needs of senior citizen patrons; refers individuals to various help agencies as required, such as home health, family life services, legal services, mental health, etc.

Manages program revenues and donations, assures proper fiscal management procedures are adhered to, maintains and monitors accounting system for payables and receivables, gives input to Director on annual budgetary needs, assures compliance with established budget and spending limitations.

Maintains records of services rendered, ridership files, and related documentation for transportation program; prepares reports in order to receive reimbursements; maintains and updates clients usage records; and records and deposits money received into proper accounts.

Collects and enters data related to State, Federal and other funding programs; prepares and submits monthly and quarterly reports to appropriate agencies as directed.

Attends board meetings and local advisory meetings (non-voting member); delivers report on center activities and services; apprises board members of center needs; cooperates with nutrition managers, advisory personnel and board members as needed to implement changes and upgrade center activities and programs.

Participates in the recruitment, selection, orientation, and training of special interest instructors and volunteers.

Assists in the general organization and delivery of daily meals (on and off site) and ensure procedures and processes are followed to ensure the safety and welfare of all users; greets, checks names, counts money, makes announcements, etc.

Responds to and resolves disputes between seniors, volunteers, partnering agencies and staff as needed.

Investigates and researches funding opportunities for the Senior Center.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Associates Degree;

AND

B. Four (4) years in general office administration and management; some gerontology experience preferred.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge Skills and Abilities:

Working knowledge of computer and word processing, federal funding guidelines and reporting requirements (SAMS); general business management and facilities operations; time management and scheduling; English grammar, spelling and general writing techniques; telephone etiquette; various types of kitchen equipment and their uses; **working knowledge of** record keeping systems and procedures; basic budget development and management; principles of supervision; interpersonal communication skills; volunteer recruitment, marketing techniques; **some knowledge** of local government processes and functions; safety standards, sanitation standards, and gerontology;

Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain time schedules; provide direction and leadership; supervise and evaluate performance; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

Must obtain a Utah State Food Handlers Permit within 3 months of employment.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

Required to take defensive driving courses offered thru Washington County.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.